



REQUEST FOR QUOTATION

QUOTATIONS WILL BE RECEIVED UNTIL: 3:00 P.M. M.S.T.

OCTOBER 13, 2004

SOLICITATION NO: 6-049 Requisition No.: 31210

DEPARTMENT OF EDUCATION

CERTIFICATION WINDOW - CABINETS & COUNTERTOPS

**PURCHASING SERVICES
SECTION**

Department of Administration
100 North 15th Avenue
Phoenix, Arizona 85007
Charles L. Suiggy
Procurement Officer
602-542-5630

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THIS IS NOT A PURCHASE ORDER

The terms and conditions on the reverse side of this form should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, and taxes if applicable. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and the RFQ number on the outside of the return envelope.

DELIVERY LOCATION: SEE BELOW		BUYER: Charles L. Guiggey	
VENDOR QUOTATION			
Item	Description of Material Service or Construction	Quantity	Unit, Price Extended Price
	<p><u>Project Location:</u></p> <p>DEPARTMENT OF EDUCATION 1535 WEST JEFFERSON PHOENIX, ARIZONA 85007</p> <p>The Purpose of this Request For Quotation is to provide all labor, materials, equipment and services as required to furnish & install cabinets & countertops at the Department of Education, 1535 West Jefferson, Phoenix, Arizona 85007 in accordance with Plans and Specifications developed by ADOA-GSD Building and Planning Services.</p> <p style="text-align: center;"><u>PRE-OFFER CONFERENCE</u></p> <p><u>OCTOBER 6, 2004</u> <u>9:00 A.M. MST</u> Date Time</p> <p><u>LOCATION: ARIZONA DEPARTMENT EDUCATION 1535 WEST JEFFERSON PHOENIX, ARIZONA 85007 <u>MEET AT THE SOUTH ENTRANCE</u></u></p> <p>The bidder proposes to furnish all labor, materials, equipment, and services to perform all work necessary in accordance with the Terms and Conditions, Scope of Work, Plans, and Specifications and <u>Page 5, Price Sheet as contained in this Solicitation.</u></p>		
THIS SECTION MUST BE COMPLETED BY VENDOR			
Delivery shall be made		calendar days after receipt of order	
Company Name		Address	
		City	
		State	
		ZIP Code	
		Phone Number	

Signature

1914

Typed Name and Title

**INTRODUCTION****PURCHASING SERVICES SECTION**

Department of Administration
15 North 15th Avenue, Suite 201
Phoenix, Arizona 85007
(602) 542-5690

Charles L. Guiggey, Procurement Officer

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SOLICITATION NO: 6-049**DEPARTMENT OF EDUCATION****CERTIFICATION WINDOW - CABINETS & COUNTERTOPS**

The State of Arizona plans to enter into a Contract to furnish & install cabinets & countertops at the Department of Education, 1535 West Jefferson, Phoenix, Arizona 85007 in accordance with Plans and Specifications developed by ADOA-GSD Building and Planning Services.

TIME OF COMPLETION: ADVISE BEST DELIVERY AVAILABLE

SOLICITATION REQUIREMENTS: Bonding will not be required.

A complete bid package, Pages 1 through 24 with plans and specifications can be obtained at no charge by:

1. Vendor pick-up at ADOA Purchasing Services, 100 North 15th Avenue, Suite 201, Phoenix, Arizona 85007 between the hours of 8:30 am. & 4:30 pm. MST.
2. Phone request: By calling Purchasing Services office at 542-5576 between the hours listed above and requesting bid number 6-049. Bid package will be mailed to requesting companies. If requesting bid documents via Overnight or Express mail, offeror shall forward their account number as part of the request.

Bids will be received until 3:00 P.M. MST, October 13, 2004 by Charles Guiggey, Procurement Officer, Arizona Department of Administration, Purchasing Services, 100 North 15th Avenue, Suite 201, Phoenix Arizona 85007. Bids received after this date and time will not be considered.

***** NOTE *******REQUIRED BID SUBMITTAL DOCUMENTS**

⇒ **PAGE 1 - COMPLETED & SIGNED AT BOTTOM**

⇒ **PAGE 5 - COMPLETE PRICE INFORMATION & COMPANY NAME AT BOTTOM**

Acceptable methods of bid submissions are as follows; Hand delivered, Mail, or Facsimile. If hand delivered or mailed, Offeror must submit bid in a sealed envelope with Bid No. 6-049 clearly marked on the outside of said envelope. If responding by facsimile, Offeror must fax bid to [602-364-4640] to the attention of Charles Guiggey. Facsimiles not sent to the above destination on or before the Time and Date specified for bid closing will not be considered.

The State reserves the right to waive any material defect or informality; or reject any and/or all bids, or portions thereof, or re-issue the solicitation.

The State Purchasing Services Department encourages substitute products with low or no content of reactive organic compounds. Substitution requests shall be submitted to the Purchasing Officer cited herein.